

KENTUCKY BOARD OF CERTIFICATION OF ALCOHOL & DRUG COUNSELORS
BOARD MEETING MINUTES
April 1, 2008

A regular meeting of the Board of Certification of Alcohol and Drug Counselors was held at the Division of Occupations & Professions on April 1, 2008.

MEMBERS PRESENT

Terry L. Reams, Chair
Todd F. Trumbore
Kenneth A. Hemphill
Patrick L. Whelan
Theodore M. Godlaski
Geoffrey D. Wilson

OCCUPATIONS & PROFESSIONS STAFF

Karen Lockett, Board Administrator
Wendy Satterly, Office Supervisor

MEMBERS ABSENT

Martha Roberts Hardesty

OTHERS PRESENT

Diane Fleming – Board Attorney
Jane Oliver – Division of Mental Health & Substance Abuse

CALL TO ORDER

Terry Reams, Chairman called the meeting to order at 10:10 a.m.

MINUTES

The board reviewed the Minutes from March 4, 2008. Mr. Whelan made a motion to approve the minutes of the March 4, 2008 Board meeting. Mr. Godlaski seconded the motion. The motion carried.

FINANCIAL STATEMENT

The Board reviewed the Financial Statement. Mr. Trumbore made a motion to approve the financial report. Mr. Godlaski seconded the motion. The motion carried.

DIRECTOR'S REPORT

-NO Report-

COMPLAINTS AND OTHER LEGAL MATTERS-MS. FLEMING

Complaint #0502 - Settled
Complaint #0702 - Ongoing
Complaint #0704 - Ongoing
Complaint #0801 – Ongoing
Complaint #0802 – Ongoing

Ms. Fleming and the complaint committee met to discuss complaints and other legal matters.

The Complaint committee/ Ms. Fleming informed the board that #0502 has accepted the agreed order from the board. Mr. Whelan made a motion to accept the agreed order that was accepted by the respondent. Mr. Godlaski seconded the motion. The motion carried.

Ms. Fleming suggested to send letter to the certificate holder complaint #0702 . Mr. Godlaski made a motion to send the letter to complaint #0702. Mr. Whelan seconded the motion. The motion carried.

Ms Fleming discussed complaint #0801 with the board and suggested to send a letter to the respondent. Mr. Trumbore made a motion to send letter. Mr. Godlaski seconded the motion. The motion carried.

Ms. Fleming suggested to request information for the Division on Loss of DUI assessors license. Mr. Trumbore made a motion to request the information from the Division on Loss of DUI assessors license. Mr. Whelan seconded the motion. The motion carried.

OLD BUSINESS

The board reviewed the all the amendments on the regulations. Mr. Godlaski made a motion to approve the amended regulations. Mr. Whelan seconded the motion. The motion carried.

The Board reviewed the letter to Ms. Quick. The board explained to Ms. Quick that her application was reviewed with the requested documentation and determined that all of her hours had been met.

NEW BUSINESS

The Board received a letter from the Office of the Attorney General. The letter explained to the board that after examining the decision of the \$125.00 per hour, they decided that it would be more appropriate to use a staggered fee system for the work beginning in fiscal year 2009. As of July 1, the charge will be \$125.00 per hour for litigation work only. A lesser rate of \$100.00 per hour will be charged for other general legal services which would include tasks such as the drafting of regulations, preparing for and attending board meetings, correspondence and telephone calls. The decision of which rate will apply to a particular task will be left to the Attorney assigned to each individual board.

IC & RC informed the board that on behalf of the Finance Committee and Bonnie Freeland, Chair, an 2008-2009 Proposed Budget, which begins July 1, 2008 and the Current Fiscal Year Income and Expense Report. Both have been approved unanimously by the Finance and Executive Committees. The expressed that the financial situation has continued to be very positive.

The Distance Learning Center, LLC has the Study Guides ready to purchase for the New Comprehensive exam that start June 13, 2008. To receive the Study Guide approved applicants may go to the website **ReadyToTest.com**.

Ms. Jennifer Dunckley e-mailed the board regarding questions on the CADC requirements. Mr. Whelan made a motion for Ms. Fleming to contact Ms. Dunckley regarding her application and requirements that have to be met. Mr. Hemphill seconded the motion. The motion carried.

Ms. Amy Claborn requested a list of Board Members with their address and email if possible. The Board reviewed the email. Mr. Trumbore made a motion that all correspondence for all board members be sent to Karen Lockett, Board Administrator. Mr. Reams seconded the motion. The motion carried.

APPLICATION REVIEW

Mr. Trumbore made a motion to approve all actions taken on applications for certification.

- **Eliza Clontz - Approved**
- **Kelly Wesler-Cooper- Approved**
- **Brandi Davis – Approved**
- **Marissa Hubert – Approved**
- **Kristi Jackson – Approved**
- **Dorinda Maynard – Approved**
- **Mary Mosley – Approved**
- **Joy Wheeldon – Approved**
- **Donna Dixon – Deferred**
- **Stephanie Raglin - Deferred**

Mr. Hemphill seconded the motion. The motion carried.

CONTINUING EDUCATION

Mr. Godlaski made a motion to approve all actions taken on applications to provide continuing education.

- **Behavioral Medicine Network – Approved for 7.2 hours**

- **Four Rivers Behavioral Health – Approved for 3.0 hours**
- **Four Rivers Behavioral Health – Approved for 25.0 hours**
- **Lee Co. ASAP – Approved for 6.0 hours**
- **SCS Training Institute – Approved for 1.0 hour**
- **SCS Training Institute – Approved for 3.0 hours**
- **Clay Co Alliance for Inhalant Abuse – Approved for 5.0 hours**
- **Ky Adolescent Substance Abuse – Approved for 15.0 hours**

Mr. Whelan seconded the motion. The motion carried.

TRAVEL

Mr. Trumbore made a motion for approval of travel and per diem for today's meeting. Mr. Hemphill seconded the motion. The motion carried.

NEXT MEETING

May 6, 2008 at 10:00 a.m.

ADJOURNMENT

Being no further business to come before the Board, the meeting adjourned at 1:30 p.m.

Approved